

US NAF Flexible Positions CHILD/YOUTH WORKERS



\$11.48 - \$12.94 - \$14.52 per hour

Location: Child Dev Center (CDC) – School Age Care (SAC) – Youth Complex (Marinai Housing)

Official Position Title: Educational Aid/Technician,
CY-1702-I/CY-1702-II
Announcement #: NUS-16-006
Opening Date: 01 February 2016
Closing Date: Open Continuous

Department of the Navy
Morale, Welfare and Recreation Department
Sigonella NAS 1 BLDG. 157
Phone: 095-56-0522 DSN 624-0522

Notes:

1. There are several flexible positions that may be filled at the entry, intermediate or target level. If filled at the lower level, incumbent may be non-competitively promoted to the higher level upon meeting qualification requirements.
2. This is a Test Designated Position being subject to both pre-employment and random drug testing as a condition of employment. A positive drug test, or failure to submit for testing, may become the basis for removal from this position.
3. Selected candidates will be required to satisfactorily complete a background investigation (NACI) and pass a pre-employment physical examination as conditions of employment.
4. Position is subject to special inoculation and immunization requirements as a condition of employment for working with children. Employee is required to obtain appropriate immunization against communicable diseases in accordance with recommendations from the Advisory Committee of Immunization Practices (ACIP), which includes the influenza vaccine.
5. Incumbent must be able to complete all Department of the Navy (DoN) training requirements within the specified timeframes.
6. Civilian candidates must be in possession of Official U.S. Passport (containing VISA and annotation showing the bearer's residence abroad as a military/civilian dependent), Sponsor's Permanent Change of Station (PCS) Orders, including page 2, or Command-sponsorship authorization and sojourner's permit/application letter.
7. If selected, military personnel must provide this office with PCS Orders and written authorization from their command to work during off-duty hours.
8. Work requires considerable walking, standing, bending, stooping and lifting up to 40 pounds and may require to drive a motor vehicle
(Attach copy of a valid driver's license to your application).
9. Applications will be valid for consideration for three (3) months from the date of receipt. If you still wish to be considered after this time, please notify the NAF Human Resources Office.

How to Apply: Applicants must submit: (1) Résumé; (2) Overseas Residency Questionnaire; (3) Family Member/Military Spouse Supplement; and (4) OF 306, Declaration for Federal Employment. **Veterans** must submit copy of DD-214 (and SF-15 if claiming 10-Point preference). **Please make sure your résumé contains all the required information listed on the last page of this announcement.**

Area of Consideration: U.S. citizens in the commuting area who are authorized sponsors or command-sponsored dependents of civilian and military personnel.

Description of Duties: Provides appropriate developmental care and instruction for children and youth ranging in age from six weeks to eighteen years in a Child and Youth Program setting. The following duties are developmental in nature and designed to increase knowledge of child care duties and responsibilities, to provide experience and to develop skills for advancing to the higher-level positions. Develops schedules and activity plans. Implements activities and special events that meet the physical, social, emotional, and cognitive needs of children and youth. Incorporates special instructions provided by parents such as special dietary needs, physical needs, or other information that may affect the child's or youth's experience in the program. Prepares and implements program options for children and youth with special requirements. Role models developmentally appropriate practice and classroom or activity area management techniques. Promotes and models safety, fitness, health, and nutrition practices. Helps prepare, arrange and maintain indoor and outdoor activity areas and materials. Sets up displays and bulletin boards. Inventories equipment on a recurring basis and recommends replenishing damaged, missing, and depleted supplies. May help arrange for and serve appropriate snacks or meals. Interacts with children and youth using approved child and youth development techniques. Maintains control of and accounts for whereabouts and safety of children and youth. Supervises children and youth during daily schedules of indoor and outdoor activities and on field trips, outings, and special events. Observes program participants for signs that may indicate illness, abuse, or neglect and reports as directed. Incumbent is a mandatory reporter to Family Advocacy and Child protective Services in the case of suspected incidences of child abuse and neglect. Assists in achieving and maintaining DoD certification and national accreditation or equivalent. Performs other related duties as assigned.

Qualification Requirements:

- **Applicants must be able to speak, read, and write in English.**
- **Must be at least 18 years of age and possess a high school diploma or equivalent.**

ENTRY LEVEL (CY-I): At this level no prior work experience is required, although prior experience working with children and/or youth is preferred.

INTERMEDIATE LEVEL (CY-I): Six (6) months of full-time experience working with children or youth in a child or youth setting **AND** completion of child abuse modules and modules 1, 2 and 10 of the DoN Standardized Module Training.

TARGET LEVEL (CY-II): Twelve (12) months of full-time experience working with children or youth in a child or youth setting **AND** completion of DoN Standardized Module Training

OR

Child Development Associate (CDA) credential

OR

Military School-Age (MSA) credential

OR

a 2-year degree in Early Childhood Education, Child Development or related field of study, which can include Youth Recreation, Elementary Education, Secondary Education, Youth Development, Psychology, Social Work, Home Economics with an emphasis in Human Development, Physical Education or other degrees as appropriate.

To receive credit for education above high school and training YOU MUST ATTACH copies of transcripts, certificates, or other acceptable evidence to your application.

The Department of the Navy is an equal employment opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factor.